

❖ NEW APPLICANT GUIDELINE

❖ INDIVIDUAL

- Applicant and Spouse
 - Must be citizen of the United States
 - Must be resident of Nebraska
 - Must file proof of voter registration in Nebraska
 - Must file U.S. birth certificate, U.S. passport or naturalization paper
 - Must file fingerprint cards
 - Must sign application
- Spouse may file affidavit of nonparticipation (can't work or have any involvement with the day to day operation of the business)
 - Need not file any of the above information

❖ PARTNERSHIP

- All partners and Spouses
 - Must be citizen of the United States
 - Must file U.S. birth certificate, U.S. passport or naturalization paper
 - Must file fingerprint cards
 - Must sign application
- One Partner and Spouse
 - Must be resident of Nebraska
 - Must file proof of voter registration in Nebraska
- Spouse may file affidavit of nonparticipation (can't work or have any involvement with the day to day operation of the business)
 - Need not file any of the above information

❖ CORPORATION & LIMITED LIABILITY COMPANY (LLC)

- All officers, directors, members and spouses
 - Must be listed on application
 - Must sign application
- President/CEO/Managing Member
 - Must file fingerprint cards

- Stockholder(s), member(s) over 25% interest
 - Must file fingerprint cards
- Spouse may file affidavit of nonparticipation (can't work or have any involvement with the day to day operation of the business)
 - Need not file any of the above information

❖ **MANAGER**

- Applicant and Spouse
 - Must be citizen of the United States
 - Must be resident of Nebraska
 - Must file proof of voter registration in Nebraska
 - Must file U.S. birth certificate, U.S. passport or naturalization paper
 - Must file fingerprint cards
 - Must sign application
- Spouse may file affidavit of nonparticipation (can't work or have any involvement with the day to day operation of the business)
 - Need not file any of the above information

❖ **NON PROFIT ORGANIZATIONS**

- Officers and spouses
 - Must list top four officers of originations (President, VP, Sec, Tres)
 - Must be signed by President only
 - Must list spouse information (do not need social security number or date of birth)
 - Need not file fingerprint cards
 - Spouse need not sign application
- Spouse may file affidavit of nonparticipation (can't work or have any involvement with the day to day operation of the business)
 - Need not file any of the above information

❖ **LIMITED PARTNERSHIP HELD BY CORPORATION OR LLC**

- Corporation and/or LLC
 - Must file corporation or LLC insert and/or organizational chart
 - All officers from the General Partnership must sign application
 - Only manager needs to file fingerprints
- Spouse may file affidavit of nonparticipation (can't work or have any involvement with the day to day operation of the business)

- Need not file any of the above information

❖ **CONTROLLING CORPORATION**

- Control Corporation or Limited Liability Corporation (LLC)
 - Must file corporation or LLC insert and/or organizational chart
 - Must be registered with the Nebraska Secretary of State Office
 - Must send copy of articles of incorporation

❖ **PUBLICALLY TRADED CORPORATIONS**

- Need to only list top four (4) officers President or Chief Executive Officer (CEO); Vice President; Secretary and Treasurer
- Need to list only stockholders over 25%, may attach organizational chart